



City Administrator's Weekly Report

Week Ending September 04, 2015

CITY ADMINISTRATOR UPDATE:

A. Upcoming City Council Meeting(s)

Note: The agenda is available on the City's website approximately 72 hours before the meeting. Unless otherwise noted, all meetings are held in City Council Chambers at City Hall. The upcoming meeting is:

- *Tuesday, September 22, 2015* – City Council Regular Meeting at 6:00 p.m.
 - Tentative Agenda Items:
 - Public Hearing on Proposed Sign Ordinance
 - Waste Management Contract (Refuse Collection)
 - Auditor's Engagement Letter (Audit Services)

B. Meetings Attended

During the week, I attended and participated in the following meetings:

- *Tuesday, September 1st* – Attended the Special Meeting of City Council.
- *Thursday, September 3rd* – Met with Mayor Jeff Gardner to review the agenda for the September 8th Regular City Council Meeting.

C. Topics of Interest and Update(s)

- ***Airport Runway Extension:*** (a) FAA Flight Procedures for Runway 16-tentative date for flight check on Runway 16 approach is September 14th; (b) Concrete Paving at the new Hangar – contractor started concrete paving September 8th, and estimates completion on September 18th; (c) South Run-Up Area Expansion-contractor is completing TxDOT 247 base work for the run-up area on September 8th; (d) South Apron Full Depth Repairs – contractor to begin excavation on September 9th, and complete work by September 11th. Priming to be completed on September 16th, and HMAC Paving to be completed on September 12th; (e) Road Construction Behind the New Hangar- contractor to begin on September 9th; and (f) South Apron Reconstruction – contractor estimates to start construction on September 21st.
- ***Airport Runway Crack Sealing:*** Frontier Pavement Specialists, Inc., completed seal cracking the Castroville Municipal Airport Runway on Friday, September 4, 2015.
- ***Cable Franchise Fees:*** The City Administration is conducting a routine review of fees paid to the City by prior cable service providers.

WEEKLY UPDATES FROM DEPARTMENT HEADS:

- ***Senior Accountant Recruitment:*** The Administrative Services Director reports that Human Resources are advertising the position of Senior Accountant until September 21, 2015.
- ***Corner Store:*** The Community Development Director reports that general work on the building is now underway.
- ***Security State Bank:*** The Community Development Director reports that Security State Bank has commenced construction, which mainly consists of dirt work at this time.
- ***Community Development Permitting Activity:*** The Community Development Director reports that seven permits were received, four permits were issued and fourteen inspections were made during this period (*see* attached Permitting Activity Report);
- ***Sign Ordinance (Continued from last report):*** The City Secretary reports that the City Council has set a public hearing for the proposed Sign Ordinance for Tuesday, September 22, 2015, at 6:00 p.m. in the City Council Chambers at City Hall.
- ***Police Department Activity:*** The Police Chief reports that the Department had 49 service calls during this week.
- ***Police Department Reserve Officers:*** The Police Chief reports that Reserve Officers, for the month of August, worked a total of 118.5 hours.

ATTACHMENTS:

- Freese and Nichols Monthly Status Report on the WWTP Expansion dated September 3, 2015.
- Freese and Nichols July 2015 Status Report on Funding and Environmental Assistance for the WWTP Expansion dated September 3, 2015.
- PD's Weekly Animal Control Report for August, 2015.
- City Administrator Project Status Report for FY 2015/2016; and
- Community Development Permitting Activity for August 30- September 5, 2015.

MONTHLY STATUS REPORT



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CASTROVILLE

The Little Albany of Texas

PROJECT: WWTP Capacity Expansion Project **DATE:** 9/3/2015
PROJECT NO: CVL14259
TO: Mark Roath
FROM: Trooper Smith
CC: Larry Heinrich, Coby Gee, Richard Kelley, Rikki Anderson

SUMMARY OF WORK

- Attended Phase 3 Contract Review Meeting with City – August 4, 2015
- Completed line by line review of Phase 3 scope/fee and submitted analysis – August 4, 2015

UPCOMING TASKS, DELIVERABLES AND PROJECT SCHEDULE

- Finalize and execute Phase 3 contract with City – Date TBD

UPCOMING MEETINGS

- None

NEEDS FROM CITY

- Feedback from City on 2nd Round of Effluent Line Testing.

JULY 2015 STATUS REPORT



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CASTROVILLE
The Little Alamo of Texas

PROJECT: Funding and Environmental Assistance for
WWTP Expansion **DATE:** 9/3/2015
PROJECT NO: CVL14261
TO: Mark Roath
FROM: Trooper Smith
CC: Larry Heinrich, Coby Gee, Richard Kelley, Rikki Anderson

SUMMARY OF WORK

- **Task Authorization 2**
 - Finalized EID for Public Comment and Submittal to TWDB
 - Submitted EID Public Notice for inclusion in Castroville Bulletin
 - Submitted EID for public agency review

UPCOMING TASKS, DELIVERABLES AND PROJECT SCHEDULE

- Submit EID to TWDB for review in September 2015

UPCOMING MEETINGS

- EID Public Meeting – September 9, 2015 at 1:00 pm

NEEDS FROM CITY

- None

CITY OF CASTROVILLE
Little Alsace of Texas
1209 FIORELLA STREET



CASTROVILLE, TEXAS 78009
(830) 931-4090
FAX (830) 931-6373

Monthly Animal Control Report

August 2015

Number of Animal Control Calls	44
Number of Dogs Picked Up	7
Number of Dogs Returned	0
Number of Dogs Euthanized/Died in shelter	7
Number of Dogs Adopted/Released to FCAC	3
Number of Wild Animals Trapped	4
Number of Animal Bites	0
Dead Animals	2
Citations Written	0
Warnings Written	0
Number of Cats Picked Up	14
Trap Neuter Release	3
Number of Cats Returned	0
Number of Cats Euthanized/Died in shelter	6
Number of Cats Adopted/Released to FCAC	3

ACO Comments: 445.4 miles driven

Dogs picked up were infected with parvo, 2 died while in care, others were euthanized to
end further suffering. Cats euthanized were either ill or feral.

MELISSA SMITH, ANIMAL CONTROL OFFICER

DATE

Project	Completion Date	FY2015/2016 City Administrator Project Status Report
Recurring Items		
1.	FY2016 Budget	September 8, 2015 Adopt Tax Rate and Budget on September 8, 2015. [REVISED]
2.	Financial Audit	Nov/Dec 2015 Auditor's field work will commence in November, 2015
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Active Projects		
1.	Reorganization of City Depts.	Oct/Nov 2015 Administrative Services Department will be renamed Finance Department. Office of Economic Development will be established, and Director appointed.
2.	Awards & Recognition Program	Sept/Oct 2015 Create a Program to recognize City Employee Service including special awards for "Employee of the Year", "Employee Contributing to the Community", etc. City Council approval of the draft program is required.
3.	Wellness Program	Nov/Dec 2015 Program to create a Wellness Program for City employees, which would improve the overall health, and reduce healthcare costs for the City. City Council approval of the draft program is required.
4.	Medina Valley Youth Baseball	Sept/Dec 2015 Complete talks with the MVYB Association, and make any modifications to the current contract as agreed. City Council approval of any contract modifications is required.
5.	Airport Runway Extension	Oct 2015 Complete Airport Runway Extension Project.
6.	Barrio Aviation	Sept/Dec 2015 Enter into negotiations with Barrio Aviation regarding the cost to repair Commercial Hangar #2.
7.	Airport Jet Fuel System	Sept/Oct 2015 Based on the Airport Advisory Board Recommendation, and City Council's acceptance of that recommendation, the City Administration will implement the directive.
8.	Airport Seal Crack Repair	Sept 2015 Commence and complete the seal cracking of the Airport runway. [COMPLETED]
9.	Finance Director	Sept/Oct 2015 Conduct an executive recruitment for the Finance Director position.
10.	CommZoom LLC Lease	Sept 2015 Complete negotiations with CommZoom LLC for a lease of City property to place a "cable hut". City Council approval of the lease agreement is required.
11.	Customer Service Renovation	Oct/Dec 2015 Hire Contractor, initiate and complete renovation of the Customer Service, Utility Billing and Municipal Court areas in City Hall. City Council approval of the contractor, and cost of renovation is required.
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Permitting Activity				
August 30, 2015 – September 5, 2015				
Received:				
Permit #	Address	Date	Type	Description
488	Westheim Drive	9/2/15	Sign Permit	Subdivision Entrance Sign
487	1102 Hwy 90 West	9/1/15	Sign Permit	New Box Lighted Sign 4'x20'
486	1715 Athens	9/1/15	Accessory Building	10'x16' portable building
485	136 Westheim	8/31/15	Mechanical Permit	Mechanical in New Single Family Home
484	133 Westheim	8/31/15	Mechanical Permit	Mechanical in New Single Family Home
483	217 Strasbourg	8/31/15	Mechanical Permit	Mechanical in New Single Family Home
482	815 Hwy 90 West	8/31/15	Building Permit	Refinish Interior of Store
Issued:				
Permit #	Address	Issued	Type	Description
485	136 Westheim	9/1/15	Mechanical Permit	Mechanical in New Single Family Home
484	133 Westheim	9/1/15	Mechanical Permit	Mechanical in New Single Family Home
483	217 Strasbourg	9/1/15	Mechanical Permit	Mechanical in New Single Family Home
465	1511 Old Hwy 90	8/31/15	Building Addition	Garage Addition, Driveway, Re-roof
Inspections:				
Permit #	Address	Scheduled	Type	Description
395	502 Florence	9/3/15	Building	Pool Final
368	2103 Geneva	9/2/15	Plumbing	Top Out
379	2103 Geneva	9/2/15	Electrical	Rough
325	1114 Gentilz	9/2/15	Plumbing	Gas Final/ Release
334	2103 Geneva	9/2/15	Building	Framing
467	2104 Geneva	9/2/15	Mechanical	Rough
354	1408 Alsace	9/1/15	Fire Sprinkler	Above Ceiling Test
387	1109 Alamo	9/1/15	Building	Flatwork
393	133 Westheim	8/31/15	Building	Framing
402	136 Westheim	8/31/15	Building	Framing
422	136 Westheim	8/31/15	Electrical	Rough
433	136 Westheim	8/31/15	Plumbing	Top Out
433	136 Westheim	8/31/15	Plumbing	Water Service
433	136 Westheim	8/31/15	Plumbing	Yard Sewer